

DDA 75-4965

26 OCT 1975

MEMORANDUM FOR: Director of Finance

SUBJECT : Report on GAO Audit Options

We find your proposed draft a fascinating and concise document. We would appreciate, however, the final version being prepared in the following format which was agreed on by the Action Plan Task Force for the handling of issue papers.

- a. Statement of the problem.
- b. Position of the House or Senate Select Committees on the problem.
- c. Discussion of options.
- d. Recommendations.
- e. Proposed action with advisory on how the adoption of the preferred option best achieved.

14 OCT 1975

John N. McMahon
Associate Deputy Director
for
Administration

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